

Access

Continuing Education

September

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**** Please note:** As a result of the Governor's Executive Directive no. 2003-14, the September and October issues of *Access*, published by the Library of Michigan, will not be mailed nor be available in print. We are sorry for the inconvenience. Please let others know who may not have Internet access. **

Michigan Reads! One State, One Preschool Book Program Launched

Taking an innovative approach to the "everybody reads the same book" idea implemented in many states and cities, the Library of Michigan @ in cooperation with libraries around the state @ has launched the Michigan Reads! One State, One Preschool Book program. As with other "one book" programs, all of Michigan will be encouraged to read the same book during the same time period, but Michigan Reads! is unique in that it will highlight the importance of family literacy by focusing on a picture book for children.

Michigan Reads! is planned for April 2004 to coincide with National Library Week and School Library Media Month, with educational organizations all over the state encouraged to participate: libraries, public and private elementary schools, state government, early child-care educators, public radio and other media, and higher education institutions. The program aims to focus public interest and awareness on books, reading and literacy and promote Governor Granholm's Great Start Initiative, which encourages all parents to read to their children for at least 30 minutes a day.

Children will most benefit from this program because its intent is that each community will plan activities and events around the book, thereby promoting the love of books and reading in children and possibly introducing good literacy habits and techniques to parents. The program will also highlight Michigan's public libraries and librarians and introduce possibly untapped resources to many parents and educators, especially those in underserved areas.

The Michigan Reads! committees held their first meetings at the Library of Michigan on August 25. Over 75 staff members from libraries across the state are helping to plan the program by serving on one of five committees - Public Relations and Promotions, Book Criteria and Selection, Partners and Sponsors, Statewide Events, and Resources and Programs.

Look for much more information about this exciting program in the coming months!

Library of Michigan Road Show Coming in Spring 2004

The Library of Michigan and friends will be hitting the road once more for the famous Road Show - but we're doing so in the spring instead of the fall this time. Watch future issues of *Access* for more information and dates; we'll be coming to a location near you in April or May 2004!



Notes from the State Librarian

A sizable portion of my library career was spent as a consultant and assistant administrator of a regional library system (Iowa's version of cooperatives), serving 81 libraries in a 13-county area. It was a great job and we called ourselves the "librarian's librarian."

One of my personal highlights in those early years came in 1985. Our regional secured a grant to install a computer in each of our libraries, even though most librarians at that time knew next to nothing about computing. Part of my job was to provide post-installation instruction to library staff on how to use the new-fangled thing. I also provided telephone support, and I'll never forget the librarian whom I asked to provide a copy of her disk for analysis; a few days later a photocopy of her floppy arrived! I guess we were all pretty green about the coming connection between computing and libraries.

What I hope I've illustrated, though, is that the regional recognized a future library tool, prepared the libraries for it and facilitated the receipt and training of it. That's what coops do. In addition to coordinating services and advocating, they push the envelope when it comes to new ideas for libraries and make every effort to help the libraries succeed in implementing those initiatives that ultimately better serve the patrons.

Our own Michigan Library Cooperative system—a staunch advocate on so many levels—will soon undergo its own growing pains. By October 1, 2003, there will be 13 coops rather than 14 and, in all likelihood, there will be 12 by this time next year. Does this mean that the coops are slowly going the way of the dinosaur? Not by a long shot! Coops are more important now than ever before, and we are working to make them even more effective.

At the request of the Michigan CDA (Cooperative Directors Association), the Library of Michigan has initiated a study of quality measures for cooperatives. Martha McKee will work with a statewide committee of librarians and trustees from a diverse mix of libraries to determine quality measures of service. The goal is to provide equitable service in every area of the state and encourage coops to concentrate on consulting, training, advocacy, information sharing and grant writing. If you are interested in serving on one of this study's sub-committees, please contact Martha at mmckee@michigan.gov.

Library service and cooperative thinking have come a long way since my days of photocopied floppies, but there is still so much to be done. I feel fortunate to be among this community of free thinkers and creative problem-solvers as we tackle the next challenges together.

Christie

Directory of Michigan Libraries Now Available Online

by Jo Budler, Deputy State Librarian

The Directory of Michigan Libraries, 2003-2004, is now available online in PDF format at www.michigan.gov/hal, by clicking on Publications and Products, then Directories. Due to budget cuts, this directory will not be printed this year but will continue to be available at this Web site. You will find that the sections of the directory (for example, Public and Branch Libraries, Academic Libraries, Library Cooperatives, etc.) are separate entities and may be printed individually, so you do not have to print the entire directory if you do not choose to do so.

At this same site, you will also find the interactive version of the directory, which contains the most up-to-date information about Michigan libraries. If you have any questions or suggestions about this publication, please contact Jenn Houseman at jhouseman@michigan.gov or (517) 373-1580 or toll-free (877) 479-0021.

Upcoming Continuing Education Opportunities from the Library of Michigan

September/October:

Broadband Support Workshop

If your library is upgrading or thinking of upgrading to broadband, you won't want to miss this workshop. Topics covered will include understanding broadband, key issues to consider before upgrading, uses of broadband, finding technical support for broadband services and much more.

Presenter: To be announced

Time: 10 a.m. – 2:30 p.m.

Cost: \$20 CEUs: 0.4

9/22	Indian River Area Library, Indian River
9/23	Peter White Public Library, Marquette
9/29	Cadillac-Wexford County Library, Cadillac
9/30	Hoyt Main Library, Saginaw
10/1	Ypsilanti District Library, Ypsilanti
10/3	Library of Michigan, Lansing (videoconferenced to Kalamazoo Public Library)

October:

E-Rate for Libraries Workshop

This program is designed to provide valuable information for those who may be deciding to apply for E-rate discounts for the first time, as well as for those seasoned applicants and trainers dealing with the more challenging aspects of the program. Topics covered will include: what's new since last year, CIPA requirements, SPIN changes, service substitutions, appeals, technology plans, deadlines, filing tips and pitfalls, how to be prepared for an audit and much more.

Presenter: Linda Schatz, EdTech Strategies
Time: 9 a.m. – 4:30 p.m.
Cost: \$20 CEUs: 0.5
10/13 Library of Michigan, Lansing

October/November:

Grant Writing Workshop

This workshop will help potential LSTA grant applicants plan their projects, complete the application and understand what peer reviewers look for in a grant application. The role of outcome-based evaluation in the LSTA process will also be discussed in this full-day, hands-on workshop, as well other grant and funding sources.

Presenter: Jolee Hamlin, LSTA Specialist,
Library of Michigan
Time: 9 a.m. – 4 p.m.
Cost: \$20 CEUs: 0.5

10/20 Library of Michigan, Lansing
10/21 Southfield Public Library,
Southfield
10/22 St. Clair County Library, Port
Huron
11/3 Houghton Lake District Library,
Houghton Lake
11/4 Bay de Noc Community College,
Escanaba

November:

Workshop for New Directors and Their Trustees

This workshop provides information on the services the Library of Michigan offers to libraries across Michigan. We strongly encourage all new directors and trustees to attend this informative workshop.

Presenters: Library of Michigan staff
Time: 9 a.m. – 4 p.m.
Cost: \$40 CEUs: 0.5
11/13 Library of Michigan, Lansing

For more information on all workshops offered by the Library of Michigan, please visit our Web site at <http://www.michigan.gov/hal>. On the left side of the screen, click on *Exhibits & Events*, then click on *Conferences & Workshops*, then *Library*.

For more information about the above workshops, you may also call Jenn Houseman at (517) 373-1580 or 1-877-479-0021 (toll free).

Don't forget our free Learning More @ the Library of Michigan patron training sessions and our Abrams Genealogy Series as well! For more information on these classes, visit our Web site or call the library at (517) 373-1300 or 1-877-479-0021 (toll free).

Bibliostat Connect Not to Be Renewed

by Jo Budler, Deputy State Librarian

The Library of Michigan will not renew the statewide contract for the Bibliostat Connect service after September 30, 2003. This service has been available to public libraries since November 1, 2001. Severe budget cuts led Library of Michigan staff to closely evaluate this product. The cost of the Bibliostat Connect subscription was substantial, but usage was low even after an extensive training program was rolled out across the state.

The evaluation process also included a survey of librarians. The results indicated that while some librarians used this service and found it helpful, many others found that even after training, the product was not easy to use. Others found that if they did not use the product immediately after the training, they were not able to remember the service's nuances nor to use the statistical reporting feature.

The Library of Michigan recognizes that statistical information is useful to librarians and their boards, especially when a comparison to libraries of like size is possible. If you need assistance in peer comparison within Michigan, please contact Terri Assaf at 373-3828 or 1-877-479-0021 (toll free) or email assaf@michigan.gov as soon they are available.

Season For Numbers!

by Terri Assaf, Library Data Coordinator, Library of Michigan

It's that time of year again, when summer turns to autumn with its wonderful fall colors, apple cider and the annual state aid application process. While there are not many changes to the report for this year, one I wanted to alert you to concerns technology, specifically Internet connectivity.

The Library of Michigan is leveraging Reed Act, Gates Foundation, and E-rate funding and making grant funding available to libraries that wish to upgrade their connections to the Internet. So when you are providing technology data this year, we would also like to know Internet connection speed and Internet connection type. If you have more than one public outlet, we ask that you provide this information for each public outlet location in your library system.

This year also saw changes in staffing at the Library of Michigan. Jan Wisniewski became state aid coordinator in November 2002, after the 2002/2003 application process had begun, and will now experience the season in its entirety. I joined the team in June 2003, as library data coordinator. Both of us look forward to providing assistance during the upcoming state aid application season. Applications will again be submitted electronically, between October 1, 2003, and February 1, 2004.

October Is Family History Month

The Library of Michigan will celebrate Family History Month in October 2003 by offering a series of over 20 workshops and training sessions focusing on researching family history. The State Archives of Michigan, State Historic Preservation Office, Office of the State Archaeologist and the Michigan Historical Museum will also be presenting sessions during the month-long celebration.

Randy Riley, special collections manager, explained, "Family History Month is a chance for the Library of Michigan staff to give something back to the genealogical community that has been so supportive of us and our programs throughout the years."

Sessions offered during the month will range from workshops discussing how to get started researching your family's history to using the latest electronic resources on the Internet. Sessions have been developed to meet the information needs of both beginning and experienced researchers.

All sessions are **FREE** except the Abrams Genealogy Series workshop "Genealogy and the Internet" scheduled for Saturday, October 4; there

is a \$10 registration fee for this session. Seating will be limited for all sessions, so interested individuals are encouraged to pre-register for those they would like to attend.

The Library of Michigan, the State Archives and the Michigan Historical Museum will remain open on Wednesday evenings in October until 8 p.m. to make it even easier for interested researchers to visit and take advantage of the numerous resources available.

Riley urges other libraries to plan their own genealogy events during Family History Month. "Genealogy is one of the largest hobbies in the U.S. Genealogists are great library supporters," he said. "I encourage all libraries, large and small, to create some kind of event in October to show off their genealogy and local history collections."

For more information on Family History Month, check the Michigan Department of History, Arts and Libraries' Web site at www.michigan.gov/hal or call the Library of Michigan at (517) 373-1300; 1-877-479-0021 (toll free).

Family History Month Activities

Wed., Oct. 1

Beginning Your Gene Research
3-4 p.m., Lake Ontario Room

Library of Michigan staff will offer a short class instructing people how to get started with their genealogical research.

Sat., Oct. 4

Genealogy and the Internet
9:30-11 a.m., Forum
(Abrams Session) FEE=\$10.00

The latest resources and research strategies for genealogists interested in more effectively using the Internet will be discussed.

Gene Appreciation Day Activities
1-3 p.m., Forum

Join the Library of Michigan in recognizing the support of the genealogical community.

Beginning Your Gene Research
3:30-4:30 p.m., Lake Ontario Room
(See Wed. Oct. 1 session description)

Sun., Oct. 5*Civil War Sunday*

1-5 p.m., Michigan Library and Historical Center

This day is dedicated to researchers interested in tracing Civil War ancestors. Come visit a Civil War camp, interact with Civil War re-enactors or participate in formal presentations discussing “Michigan and the Civil War,” “Women in the Civil War,” “Researching Your Civil War Ancestors at the Michigan Library and Historical Center” and “The Lost Chapter of Black Civil War History.” All formal sessions will be held in the Forum.

Tues., Oct. 7*Using Sanborn Fire Insurance Maps*

3-4 p.m., Lake Ontario Room

Discover how useful Sanborn Fire Insurance maps can be when doing genealogical research. This session will introduce researchers to the various kinds of information located on the maps.

Wed., Oct. 8*How to Organize Your Gene Research*

3-4 p.m., Lake Ontario Room

Half the challenge with doing family history is getting organized. Take part in a session that will offer tips for better organizing your research findings.

Using AncestryPlus

6:30-7:30 p.m., Training Center

Learn how to more efficiently and effectively use AncestryPlus. The session will inform researchers how to access the database from home and provide basic research strategies.

Thurs., Oct. 9*Military Records at the State Archives*

3-4 p.m., Lake Huron Room

This session will provide an overview of the various military records housed at the State Archives, including materials from the Toledo War through World War I.

Sat., Oct. 11*Archaeology Day*

11 a.m.-3 p.m., Forum

A series of sessions focusing on archeology and Michigan history will be offered. Session topics include: “History For Archaeology’s Sake,” “From

King’s List to Country Cemetery: An Archeologist Does Genealogy” and “Basic Units: A Selection of Prehistoric Tool Caches From Michigan.” For more details visit www.michiganhistory.org and go to the Office of the State Archaeologist.

Ellis Island Resources

9:30-10:30 a.m., Training Center

Did your family come through Ellis Island? Find out what traditional and electronic resources are available for finding immigrants that traveled through Ellis Island.

Beginning Your Gene Research for Patrons Who Are Blind or Visually Impaired

11 a.m.-12 p.m., SBPH

Learn how the Services for Blind and Physically Handicapped may be able to help you get started with your family history. This session will focus on the challenges visually impaired patrons face when doing genealogical research.

Using Sanborn Fire Insurance Maps

3-4 p.m., Lake Ontario Room

(See Oct. 7 session description)

Sun., Oct. 12*Gene Sprouts: Family History for Kids*

2-4 p.m., Lake Ontario Room

This session is structured to help children get started working on their family history. Getting-started exercises and hands-on experience are emphasized.

Tues., Oct. 14*Finding Michigan Land Owner Maps*

3-4 p.m., Lake Ontario Room

Discover how to use the Library’s land ownership maps when doing genealogical research.

Wed., Oct. 15*Michigan Newspaper Resources*

3-4 p.m., Lake Ontario Room

Find out more about how to access the over 3,000 newspaper titles at the Library of Michigan. Obituaries and birth, death and marriage announcements may hold the key to uncovering your ancestors.

Preservation Workshop

4:30-6 p.m., Lake Huron Room

Have you ever wondered how to preserve a family treasure? This session will discuss many practical means of preserving objects, papers and photographs.

How to Document Your Centennial Farm
6:30-7:30 p.m., Lake Huron Room

This session, presented by the State Historic Preservation Office, will provide instruction on techniques for researching the histories of farm properties for the purpose of applying for Centennial Farm designation. It will discuss sources of information as well as the specific requirements involved.

Sat., Oct. 18

Michigan Gene Council Seminar: multi-track sessions presented by notable genealogists and HAL staff

9 a.m.-5 p.m., Michigan Library and Historical Center

Participate in a free daylong seminar. Select the sessions that are most relevant to your family history. Box lunches are \$6, and handout packets are \$4. Send registrations and lunch and handout packet checks to:

Michigan Genealogical Council
P.O. Box 80953
Lansing, MI 48909-0953

HAL Presentations:

- 1) *Organizing Genealogy Materials (Library of Michigan)*
- 2) *Using the 1930 Census (Library of Michigan)*
- 3) *First Michigan Land Transactions (Library of Michigan)*
- 4) *Gene of a Building (State Historic Preservation Office)*
- 5) *How to Document Your Centennial Farm (State Historic Preservation Office)*
- 6) *Military Records at the State Archives (State Archives)*
- 7) *Five other presentations by genealogists*

Tues., Oct. 21

Michigan Newspaper Resources
10-11 a.m., Lake Ontario Room
(See Oct. 15 session description)

Finding Land Ownership and Survey Records at the State Archives
3-4 p.m., Lake Huron Room

This session will provide a new look at the many land records at the State Archives, including the state's original survey notes and maps, original landowners and the 1930 WPA rural property inventory.

Wed., Oct. 22

Finding Michigan Land Owners Maps
10-11 a.m., Lake Ontario Room
(See Oct. 14 session description)
Using AncestryPlus
3-4 p.m., Training Center
(See Oct. 8 session description)

Genealogy of Your Building
6-7:30 p.m., Lake Huron Room

This session, presented by the State Historic Preservation Office, will provide information on techniques for researching the history of historic properties, such as houses and schools. It will discuss information sources, the types of information to be obtained from them and evaluating the reliability of information garnered from these sources.

Sat., Oct. 25

Michigan Oral History Association Conference
9 a.m.-5 p.m., Lake Ontario Room

The Michigan Oral History Association's conference will include several workshops of value to family historians. For more details, registration information and fee structure, contact Geneva Kebler Wiskemann at (517) 321-1746 or gwiskemann@arq.net.

Using Census Indexes and the Soundex
9:30-10:30 a.m., Lake Ontario Room

Learn how to take full advantage of the Library's complete holding of federal and Canadian census records.

Gene Sprouts: Family History for Kids
2-4 p.m., Lake Huron Room
(See Oct. 12 session description)

Tues., Oct. 28

Ellis Island Resources
10-11 a.m., Training Center
(See Oct. 11 session description)

Wed., Oct. 29

Using Census Indexes and the Soundex
3-4 p.m., Lake Ontario Room
(See Oct 25 session description)

Immigrants After Ellis Island

5:30-6:30 p.m., Lake Huron Room

Thanksgiving Eve, 1901: Two steam locomotives raced toward a head-on collision between the tiny villages of Seneca and Sand Creek, Michigan. In one of the worst railway disasters in the state's history, dozens of passengers, mostly of Italian descent, died in the flames following the crash. This session, presented by Michigan Historical Museum staff, will explore how genealogy research methods were used to trace the lives of wreck victims from their native Italy to Michigan.

Registration for all sessions is available by phone at (517) 373-1300 or 1-877-479-0021 (toll free) and by email at familyhistory@michigan.gov. Seating is limited, so pre-registration is recommended for all Family History Month events. If you have questions concerning any of the Family History Month events, contact the Library of Michigan's Special Collection Services at (517) 373-1300 or 1-877-479-0021 (toll free).

Library of Michigan Helps Meet Your Continuing Education Needs

by Karrie Waarala, Continuing Education Specialist, Library of Michigan

Are you a Level VII librarian who needs 3.2 CEUs to renew your certificate? Can't always find continuing education opportunities that offer those precious CEUs? Not to worry! The continuing education specialist at the Library of Michigan can pre-approve all sorts of educational experiences to help you qualify for renewal of your certificate. Workshops, seminars, college classes and internships all are appropriate. Here is what you need to do – *before* the event takes place, send the CE specialist the following information:

- Your name
- Your library
- Your contact information (address, phone number, fax number, email address)
- Name of the class, workshop, etc.
- Date(s) and time(s) of the class, workshop, etc.

Organization offering the class, workshop, etc.

Name and experience of the instructor

Brief description of the class (a flyer or official course description is great!)

Brief explanation of how it will help you do your job or prepare you for future jobs

You can mail, fax or email this information to:

Karrie Waarala

Continuing Education Specialist

Library of Michigan

P.O. Box 30007

Lansing, MI 48909

Phone: (517) 373-3746 or 1-877-479-0021 (toll free)

Fax: (517) 373-5700

kwaarala@michigan.gov

Karrie will let you know if the educational experience qualifies for contact hours (one contact hour is the equivalent of .1 CEUs) and, upon receiving proof of attendance, will issue you an approval form and add a copy to your file at the Library of Michigan. It's that simple!

So keep your eyes and ears open, and don't let those continuing education opportunities pass you by. If you have any questions, don't hesitate to give Karrie a phone call or an email. She's there to help you meet your continuing education needs!

Videoconferencing at the Library of Michigan

by Andrew Wilson, Service for the Blind and Physically Handicapped, Library of Michigan

With the click of a button, the screen changed from black to a view of a room full of people. The connection took less than 15 seconds, yet staff members from the Library of Michigan were now participating in a conference being held over 3,500 miles away in Glasgow, Scotland. This opportunity was made possible by the videoconferencing (VC) equipment at the Library of Michigan.

Videoconferencing is similar to using the Internet. One site can dial in to another site over the IP address. Connection speeds can vary from 384 (low) to 1076 (high). The Library of Michigan uses the VC equipment in order to facilitate attendance at workshops or conferences or to participate in events that library staff normally couldn't, like the meeting in Scotland.

The Library of Michigan videoconferencing

equipment uses a Polycom FX camera mounted on two 32-inch televisions on a cart that allows the unit to be moved throughout the building. The equipment can also be mounted in the Library of Michigan's laboratory for training purposes. The software allows the Library of Michigan to connect with up to three different remote sites at the same time. The system also has a document camera to display handouts, or it can be used to show presentations and other programs from a laptop or other computer. The VC unit also has both a VHS and a DVD player, which can be used to play recorded materials for the remote sites or to record the videoconference for others to view.

The videoconferencing equipment is available for use at the Library of Michigan free of charge to Michigan libraries. For more information on using the Library's VC equipment, email HAL-Video_Conference@michigan.gov.

Advanced Outreach 101

by Bill Baker, Director, Kellogg Community College RMTC

In 1981, Kellogg Community College started repurposing all of its industrial skilled trades courses so that they might be delivered in shorter, focused skill sets. At the same time, the new (at that time) model known as "open entry-open exit" was to be used for all such training. Using this model meant that an individual student could register and start training throughout the year, not simply at the start of a semester.

Since all training in "open entry-open exit" is delivered on a one-to-one basis, and since no classroom is needed by the student, the faculty and administration were forced to become more customer-focused. The faculty engaged in a more traditional, 40-hour work week, but they became lab mentors and facilitators rather than standup lecturers.

The entire effort proved highly effective, efficient and successful, insofar as students were able to learn at their own pace, what they needed and when they needed to learn it. In 1989 the city of Battle Creek, local industry, and the former Michigan Department of Commerce lent financial support to the construction of a new training center in the heart of Ft. Custer Industrial Park. All of KCC's skilled trades training was moved to the facility that is now called the Regional

Manufacturing Technology Center (RMTC). Furthermore, all of the training was delivered on an open entry-open exit basis.

This has all progressed to allow industry to upgrade its employees, agencies to train unemployed workers and individuals to learn a skilled trade. Students can attend whenever their schedule allows, Monday through Friday from 8 a.m. to 9 p.m. Job and shift changes, along with other lifestyle adjustments, simply mean that the student adjusts his or her personal training schedule. Classes aren't missed because there simply are no classes to miss.

To take convenience a step further for the 1,300 people who attend the RMTC annually, and to attract even more students who have difficulties attending, KCC is involved in the development of interactive online training courses. These modules will deliver the cognitive components of a student's course work, with the labs being delivered at the RMTC, at the student's workplace or even at another school. They feature reading, sound slides, video and some rather sophisticated interactive simulations to provide the student with a virtual lab experience prior to coming in for the "real thing."

All of the Internet courses KCC has and those it will develop will be made available to other schools inside and outside of Michigan at an extremely reasonable per-student cost, and they will be delivered from a server supported by KCC. The look and feel of each course will be personalized to reflect the organization (school, business, etc.) whose student or employee is taking the training.

Fifty-four modules have been developed thus far, but in 8 to 10 months, KCC should have in place a complete electricity/electronics program for delivery via the Web. This program will cover everything from basic electrical theory up through the construct and programming of programmable logic controllers. Those completing the program should be able to find employment as industrial electricians or electronic technicians.

For further information about the RMTC, its current offerings of more than 1,000 trades courses or its work in Internet delivery, call or e-mail Director Bill Baker at (269) 965-4137, ext. 2800, or bakerb@kellogg.edu.

You may also visit the RMTC Web page at www.kellogg.cc.mi.us/rmtcmainweb/index.htm.

TRUSTEES CORNER

by Dragomir Cosanici, Library Law Specialist, Library of Michigan

FRIENDS OF THE LIBRARY-PART I: INCORPORATION

There are a number of legal issues that a group of hard-working, helpful volunteers must consider prior to establishing themselves as the official Friends of the Library. Over the course of the next two months, Trustees Corner will feature two articles focusing on the legal requirements of establishing and operating Friends of the Library groups to help them work effectively and efficiently with public libraries across Michigan. The first article will focus on the establishment options of the group. The second article, to be featured in the October *Access* issue, will focus on legal requirements tied to fundraising and gaining 501(c)(3) status.

One of the most important goals a Friends of the Library group must achieve is to establish a proper relationship with the public library with which it is associated. Each party should understand the legal status of the other, as well as respect each other's powers and duties. This relationship can either make or break the Friends of the Library. Care should be taken to establish a reporting structure, a policy on gifts to the library and authorization for any activities undertaken in the name of or on behalf of the library.

In Michigan, as in most other states, there are two basic organizational structures to be considered when establishing a Friends of the Library group: unincorporated association or corporation. The choice of one or the other depends on an analysis of factors such as cost, liability and certainty.

A) Unincorporated Associations

Many associations made up of volunteers, especially those organized for short-term projects, are unincorporated associations. Generally, the personal liability of members of unincorporated associations on contracts made by, for and on behalf of the association is "joint and several." This means that all the members, collectively, or any one member may be liable for the

entire value of the contracts of the association. The remaining members, for instance, may be liable for payment on a contract for printing costs if the association itself fails or is unable to pay off the debt of the group. Members of unincorporated associations may also be liable for any civil wrongs that they participate in, authorize or even simply assent to by vote or otherwise. These acts may include, but are not limited to, undertakings that amount to discrimination, wrongful hiring or termination, negligence and lack of supervision.

Even unincorporated associations should be carefully organized with appropriate articles and bylaws. Since the potential for liability for members is omnipresent, the unincorporated group should always seek the advice of legal counsel to ensure that the documentation is complete and proper.

B) Michigan Nonprofit Corporations

In general, the officers, directors and members of nonprofit corporations are not personally liable for the acts of the corporation or each other. Any liability is generally limited to the assets of the corporation. The Michigan Nonprofit Corporation Act, *MCL §450.2101 - §450.3192*, allows nonprofit corporations to assume much of the liability of their directors and to indemnify their officers and directors for certain acts.

This is accomplished through the proper drafting of the corporation's articles of incorporation and bylaws. The costs associated with drafting these documents are comparable to those for the unincorporated association. There is a nominal cost for filing the articles of incorporation with the Corporation, Securities and Land Development Bureau of the Michigan Department of Consumer and Industry Services.

In comparison with an unincorporated association, however, the legal results of establishing a Friends of the Library group as a Michigan Nonprofit Corporation are very certain. The Michigan Nonprofit Corporation Act is quite extensive and very specific in its regulation of the operation of covered entities. Additionally, there is a great deal of case law. Legal counsel will be able to predict with more certitude the outcome of different situations and the implications of different options in establishment and operation. Most Friends of the Library groups in Michigan have chosen to become incorporated under the Michigan Nonprofit Corporations Act.

C) Filing to Become a Michigan Nonprofit Corporation

Becoming a Michigan nonprofit corporation is neither difficult nor expensive. Forms for submitting the articles of incorporation and instructional material may be obtained from the Michigan Department of Consumer and Industry Services. The forms may be requested by phone at (517) 241-9223 or by visiting the department's Web page at www.michigan.gov/cis, specifically looking for the Bureau of Commercial Services.

The questions asked on the application will prompt the organizers of a Friends of the Library group to ask all the important questions about the purpose and structure of the organization. The statement of purpose is extremely important and should be drafted with the advice of legal counsel in order to avoid unwanted results or implications.

It is at this stage in the process that a decision must be made between a membership corporation or a directorship corporation. A membership corporation is one in which each member generally has the right of one vote on all matters brought before the corporation. While this may seem to embody the democratic ideal, it often becomes cumbersome as nonprofit corporations grow and decisions need to be made in a more efficient manner. Most nonprofit corporations that expect to involve numerous members in their activities choose the directorship form of organization. Legal counsel for the Friends of the Library will be able to explain the fine points of the options as well as draft the appropriate articles of incorporation and bylaws.

WebJunction Launched

by Nancy Bolt, Colorado State Library

Continuing the work of the Bill and Melinda Gates Foundation's U.S. Library Program, OCLC, the Colorado State Library, the Benton Foundation, Isoph and TechSoup have created *WebJunction*. This technology portal is a Web-based, public access computing center that provides information about using technology effectively in a public setting. It is intended for use by public librarians and other organizations that help the public use computers to get information and resources.

WebJunction currently has five main areas:

Policies and Practices helps libraries keep track of the various political and environmental issues that are critical to sustaining public access to information technology. It includes sections on technology planning, acceptable use policies, issues around accessibility, and strategies for fundraising and marketing.

Technology Resources helps library staff stay ahead of technology issues, problems and innovations. The portal helps librarians maintain existing infrastructure while keeping pace with new trends. It includes tools and tips for handling hardware and software within the library, an overview of basic and advanced networking options and security measures, and guides to basic troubleshooting.

Buying Guide helps librarians plan and review options before making decisions to upgrade or change the existing installation. It includes reviews and peer opinions of hardware and software, purchasing advice, and information about buying discounted and used hardware and software.

Learning Center is an online learning environment that includes online courses, downloadable lessons, training tips and other tools to enhance public access computing knowledge and skills. It can help staff acquire and update their own skills and learn how to teach the public.

Community Forum allows freewheeling interaction with peers around the country. Librarians can post and discuss items of mutual interest, attend online events facilitated by experts, and access career information, event calendars and success stories.

Connecting to *WebJunction* is easy. You must have Internet Explorer 5.0 or higher or Netscape Navigator 6.0 or higher. When you log on, you can register to become a member, opt-in to help evaluate and develop the portal or just search for information.

Sign on to *WebJunction* at www.webjunction.org. Register to be a frequent user, take what information you need, and share your thoughts at the community forum.

Stained Glass Windows is Michigan Libraries in Michigan Stained Glass Census

As reported in the summer issue of *Associate*, the newsletter of the associates of Michigan State University Museum, several stained glass windows in Michigan libraries are now registered in the Michigan Stained Glass Census. These include the windows of the Ishpeming Carnegie Public Library, the Howard Miller Library in Zeeland, the Van Pelt Library at Michigan Technological University in Houghton and the Hackley Public Library in Muskegon. The main window of the Hackley Public Library – featuring portraits of William Shakespeare, Johann Wolfgang von Goethe, Henry Wadsworth Longfellow and William Hickling Prescott – was featured recently as the “window of the month” on the Stained Glass Census Web site.

The Michigan Stained Glass Census, which began in 1992, is a statewide survey of architectural stained glass sponsored by the Michigan State University Museum. With the help of volunteer census takers, the Census is locating, recording and photographing stained glass windows throughout Michigan. For more information, visit <http://museum.msu.edu/museum/msgc/index.htm>.

Chesterfield Township Library Hosts Limerick Awards Show

Winners of the Chesterfield Township Library's limerick contest were honored at an awards show at the library on July 31. The contest was held in conjunction with the library's summer reading program, “Laugh It Up @ the Library.” Limericks had to deal with libraries, books, the town of Chesterfield, Macomb County or the state of Michigan. The room abounded in laughter as the winners entertained the audience by reading their winning entries. Afterwards, refreshments were enjoyed by all.

The contest was for all ages and was divided into four age categories: grades K-3; grades 4-7; grades 8-12; and adult. The first-place winners were John Willette in the adult category, Allison Deeb in the grades 8-12 category, Lauren Raymond for the grades 4-7 category and Kean Reynolds in the grades K-3 category. Gift certificates donated by Chesterfield Books were awarded to all first-place winners, and winners and honorable mentions both



Main window at the Hackley Public Library in Muskegon. Photo by Jon G. Colburn.

received an assortment of coupons donated by local establishments. Winning entries are currently on display at the Chesterfield Township Library, located at 33091 23 Mile Rd.

Here's one example of the winning limericks:

I went to my old library
With my monster friend Harry.
We took out a few books,
People gave us some looks
I guess he is a little scary.

-Kean Reynolds

Websitings

by Kyle Kay Ripley, Reference Assistant, Library of Michigan

Continuing Education/Distance Learning

http://www.michigan.gov/hal/0,1607,7-160-17451_18668_18685---,00.html

Certification and Continuing Education, Library of Michigan, Dept. of History, Arts and Libraries.

http://www.michigan.gov/hal/0,1607,7-160-17451_18668_18685-53622---,00.html

Mi-Lib-Tech, Library of Michigan, Dept. of History, Arts and Libraries

<http://www.lisp.wayne.edu>

Wayne State University, Library and Information Science Program

<http://www.worldwidelearn.com/library-science.htm>

WorldWideLearn Online ALA-accredited Library Science Degrees

http://www.ala.org/Content/NavigationMenu/AASL/Education_and_Careers1/Online_Continuing_Education/Online_Continuing_Education.htm

AASL (American Association of School Librarians) Online Continuing Education

<http://www.cas.usf.edu/lis/distance/index.html>

University of Florida, School of Library and Information Science, SLIS Distance Learning

<http://slis.lsu.edu>

Louisiana State University, School of Library and Information Science

<http://www.ischool.washington.edu/dmlis>

University of Washington, Distance Master of Library and Information Science

<http://www.pratt.edu/sils/index.html>

Pratt Institute, New York, School of Information and Library Science

<http://www.sir.arizona.edu/distance/intro.html>

University of Arizona, School of Information Resources and Library Science, Introduction to Distance Learning Opportunities

<http://www.tsl.state.tx.us/ld/workshops/>

Continuing Education, Texas State Library and Archives Commission

If you have a news item you would like to contribute, please contact Casey Kremers at 517-373-5578 or email: ckremers@michigan.gov.

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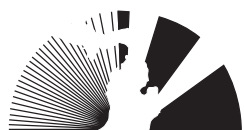
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